



OJT Agreement 2-19-13.doc



OJT Invoice 2-19-13.doc

The employer must be set up as a vendor for the State of Nebraska, not a N-FOCUS provider. If not already set up they need to complete an IRS W-9 form and ACH/EFT Enrollment form for direct deposit. This should be done prior to or at the time the OJT agreement is developed and signed. These forms must be submitted prior to or along with the first OJT invoice. Do NOT send to State Accounting as indicated at the top of the forms. If the employer thinks they are already set up as a vendor for the State of Nebraska contact the EF policy unit to verify and to make sure they are set up for direct deposit.



W-9 Nebraska Substitute Form.pdf



ACH Enrollment Form - State Accounting.pdf